

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- (a) Sally Middleton, is hereby designated as the Contracting Officer's Technical Representative and Dorothy Weathers, is hereby designated as the Deputy Contracting Officer's Technical Representative. The Deputy COTR has the same responsibilities and limitations as the COTR. The COTR may be changed at any time by the Government without prior notice to the contractor but notification of the change, including the name and address of the successor COTR, will be promptly provided to the Contractor by the Contracting Officer in writing. The COTR and the Deputy COTR are located at the U.S. Department of Commerce, Patent and Trademark Office, Crystal Mall 2, Room 300. The telephone number is Area Code (703) 305-5212.
- (b) The responsibilities and limitations of the COTR are as follows:
- (1) The Contracting Officer's Technical Representative is responsible for the technical aspects of the project and technical liaison with the Contractor. The COTR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.
  - (2) The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the Contract price, terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the expressed prior authorization of the Contracting Officer. The COTR may designate assistant COTR(s) to act for him by naming such assistant in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.

G.2 GOVERNMENT-FURNISHED PROPERTY

The Government will provide the following item(s) of Government property to the Contractor for use in the performance of this contract. This property shall be used and maintained by the Contractor in accordance with provisions of the "Government Property" clause.

Quantity	Item
100	Tall Patent Storage Rack Trucks
2	Televideo Teloas III
6	Relesys Monitors
2	Citizen Printer 180D
6	Dunn 386 PC's
6	Keyboards
2	Compaq FX-1050 Printer
6	DOS Vsn 6.0
*	Time/Date Stamps
6	Rode PC Software ver3.0h

\* Quantities to be determined.

- (b) The Government reserves the right to substitute other equipment possessing similar abilities and operating characteristics. The Contractor shall be given 14 calendar days notification of any substitution.
- (c) The Government shall be responsible for maintaining all Government furnished computer equipment in proper operating order, and for performing any special or emergency maintenance required, as the need arises. The Contractor shall return all Government furnished equipment, in good working condition, upon completion of the contract.
- (d) Contractor personnel responsible for servicing of equipment under this contract must have attended or received a program of instruction, approved by the COTR or the manufacturer of the equipment, in maintenance and service of the specific item(s) in question.
- (e) The Government reserves the right to inspect the condition of Government furnished equipment. The Contractor shall correct any deficiencies found in the condition of the equipment. There shall be at least one inspection, which will occur at the completion of the contract. The Contractor shall deliver the Government furnished equipment back to the PTO upon completion of

the contract.

- (f) The Contractor is specifically prohibited from using any Government furnished materials, supplies, documents, records, or facilities for activities not specified in this contract; or to supplement or support other commercial activities in any fashion through the use of Government facilities, equipment, supplies, documents or records furnished as a result of this contract.

### G.3 CONTRACTOR FURNISHED EQUIPMENT

- (a) The Contractor shall be responsible for furnishing all necessary materials, parts, and general and specialized equipment that are required to perform the work. (See above for equipment available from the Government which the Contractor may elect to use in fulfillment of this requirement.)
- (b) The following is a noninclusive list of said materials, parts, and general and specialized equipment that shall be provided by the Contractor:
  - photocopying equipment and supplies (e.g., paper),
  - data capture devices and supplies,
  - patent copy storage devices,
  - patent copy transportation devices (e.g., trucks),
  - desks, chairs, tables, and supplies (necessary to the functioning of the Contractor's employees),
  - step stools, if necessary, and basket carts.
- (c) The Contractor is specifically prohibited from using any Contractor-furnished materials, supplies, documents, records, or facilities for activities not specified in this contract; or to supplement or support other commercial activities in any fashion.

### G.4 GOVERNMENT-FURNISHED DATA

- (a) The Government shall deliver to the Contractor the Government-furnished data described in Section C of the contract. If the data, suitable for its intended use, is not delivered to the Contractor, the Contracting Officer shall equitably adjust affected provisions of this contract in accordance with the "Changes" clause when:
  - (1) The Contractor submits a timely written request for an equitable adjustment; and

(2) The facts warrant an equitable adjustment.

- (b) Title to Government-furnished data shall remain with the Government.
- (c) The Contractor shall use the Government-furnished data only in connection with this contract.

#### G.5 GOVERNMENT PROPERTY--FACILITIES USE

In the performance of this contract, the Contractor is authorized to use on a no-charge, noninterference basis, the Government-owned facilities that will be located in Crystal Plaza Bldg. 6, 2221 Jefferson Davis Highway, 12th Floor, Arlington, Virginia 22202. In addition, the Contractor is authorized to use the Government-owned space in Crystal Mall Bldg. 2, 3rd Floor for the Foreign Patent Reproduction function. Various other locations throughout the Crystal City complex will be made available for such functions as sorting and reference copying. The Government reserves the right to have access to all Government furnished space through this contract. The facilities shall be used and maintained in accordance with the provisions of the "Government Property (Facilities Use)" clause.

#### G.6 INVOICES

- (a) Monthly invoices shall be submitted in an original and two copies. The original and one copy shall be sent to the Finance Office at the address specified in Box 12 of the SF 26. A copy of the invoice shall also be sent to the COTR. To constitute a proper invoice, the invoice must include the following information and/or attached documentation.
  - (1) Name of the business concern, invoice number and invoice date.
  - (2) Contract number and delivery order number(s) authorizing delivery of services.
  - (3) Description, price, and quantity of services delivered.
  - (4) Payment terms.
  - (5) Name, title, phone number, and complete mailing address of responsible official to whom payment is to be sent.
  - (6) Time period covered by the invoice.

- (b) To assist the Government in making timely payments, the Contractor is required to furnish the reports identified in Section F as an attachment to the invoice.